

March 30, 2012 Board Meeting
WV Courthouse Facilities Improvement Authority - Meeting Minutes

The Board of Directors of the WV Courthouse Facilities Improvement Authority held their regular March Board meeting via teleconference. The meeting was conducted on March 30, 2012 at 11 AM.

The meeting was called to order by Chairman Rick Staton at 11:04 am.

- I. **Roll Call Board Present:** Via teleconference: Chair W. Richard Staton, Joseph M. Alongi, Adell Chandler, Betsy Castle, Diana Cromley, Mike Pierson, Cynthia Pyles, Jim Samples, Steve Tanner, CFIA Executive Director Melissa K. Smith and CFIA Executive Assistant Brenda Ashworth. Nine Board Members in attendance and a Quorum was established by the Director.

Guest – Jerry Berry, Summers County Commission

Approval of February 9, 2012 Board Minutes: Meeting minutes from February 9th, 2012 were moved for acceptance by Adell Chandler, seconded by Diana Cromley. Voice vote, motion carried.

Reports and Considerations :

- A. **Financial Update** - Melissa presented February 29, 2012 Financial Statement to the Board. Adell Chandler made motion to accept as presented with no corrections, Cindy Pyles seconded the motion. All Board Members accepted, motion carried.

- II. **Grant Update** – All 7th Cycle Grants should be completed soon, Jefferson, Mingo, Raleigh, and Putnam are the only remaining grants. Remaining 8th and 9th Cycle projects are on target of completion.

Executive Director's Report – Welcome to our new board member, Clay County Commissioner Mike Pierson. Legislative initiative for Bonding Authority passed Senate but did not pass House. CFIA study resolution was proposed by the House of Delegates, but was not originated in committee. Melissa will continue to contact Fred Lewis to get updates on status. Melissa inquired if the Board would like to continue to pursue Bonding Authority. Rick Staton, chair confirmed with a Yes.

WVACO is taking pre-orders for the Courthouse Book that is due for publication and availability in the fall of 2012. Patti expressed her appreciation of our partnership with them for the construction Expo that was held in Charleston recently. Melissa reported that 54 participants attended her training workshop during the Expo.

- III. **Old Business** - Jerry Berry, Summers County Commission, requested to address the board regarding 2011 loan request that was approved by the board but had expired because of bids coming in beyond budget. Commissioner Berry explained that this is an emergency situation and it should be completed within 90 days. Summers County was granted a 9th Cycle Grant in the amount of \$106,200 for roof and turret restoration. Diana Cromley made a motion to grant \$80,000 loan with 0% interest. Discussion by Adell Chandler to assign an expiration date of October 31, 2012. Motion seconded by Cindy Pyles to grant \$80,000 loan with an October 31, 2012 expiration date. Motion carried by unanimous ayes.

- IV. **New Business** - Needs Assessment EOI scoring completed and accepted by State of WV Purchasing and was given the confirmation to move forward to the Contract Negotiation Phase. Melissa explained that she would like a motion by the Board of Directors to accept the "short listed three (3) firms". That Rick and Melissa will negotiate toward the pursuit of a contract from the top scoring firm of the three short listed firms. Joe made the motion, Cindy Pyles seconded, motion carried and accepted.

Betsy Castle made a motion to extend Jefferson County's 7th Cycle grant until May 31, 2012. Seconded by Adell, motion accepted and granted.

Melissa presented Purchasing Card purchases for approval from January and February 2012. Adell moved to approve, seconded by Cindy Pyles and Chair called for approval via ayes. Unanimous ayes.

General concerns voiced by board members regarding ADA Category funding in past applications and 10th Cycle Grant Application. The Board discussed various mechanisms to ensure that projects receiving our funding are complying with ADA standards and other standards according to which category the projects fall under. The Board discussed the possibility of sending an architect to approve the final project or to request a letter from each grantee from a professional who can confirm the standards have been followed. The Board directed Melissa to send a letter to all current ADA projects to request confirmation that the standards have been followed.

Next meeting teleconference scheduled for Tuesday, April 24th at 11 am. This meeting will focus on contract acceptance for the EOI and approval of the FY13 budget.

There being no further business to discuss, the meeting was adjourned at 11:46 p.m.

Respectfully submitted,

Brenda S. Ashworth
Executive Assistant WVCFA
2003 Quarrier Street, Charleston WV 25311